

WORKFORCE INVESTMENT BOARD OF MARIN COUNTY
"Supporting a Skilled Workforce – Building a Sustainable Community"

FY 2009/2010 Master Calendar & Committee Structure

WIB MEETINGS: Chair: Will Rigney, Vice-Chair: Craig Nelson, Director: Mary Donovan

3rd WED ODD MONTHS: 7:30 – 9:30 AM (HHS Wellness Center – 3240 Kerner Blvd., San Rafael)
7/15/09 – 9/16/09 – 11/18/09 – 1/20/10 – 3/17/10 – 5/19/10 – 7/21/10 – 9/15/10 – 11/17/10

Members: Gene Abbott (Marin County Office of Education), Robin Barber (SEIU 1021), Frank Borodic (Roundstone Farm), Jack Buckhorn (IBEW 551), Joan Capurro (Bank of Marin), Dan Daniels (Blue Skies Personnel), Lori Fromm (Golden Gate Bridge District), Richard Garbarino (Marin Sanitary), Jennifer Gotti (THX), Eileen Graham (SPG Solar), Cathy Lavaroni-Hall (Redwood Credit Union), Katie Kerns (PG&E), Makini Hassan (Marin City CDC), Katie Kerns (PGE), Ginny Kuhel (Gardeners Guild), Donna Lemmon (Integrated Community Services), Jill Magri (Kaiser Permanente), Craig Nelson (Gary D. Nelson, Assoc), Liz Paris (Marin Co. Human Resources), George Pegelow (Marin Assoc of Public Employees), Heather Ravani (Marin Co. Health & Human Services), William Rigney (AT&T), Leslie Ruhland (Accuchex), Darlene Rutowski (Dept. of Rehabilitation), Peter Schiller (Employment Development Department), Nanda Schorske (College of Marin), Bill Scott (Building & Construction Trade Council), Pat Sorber (Embassy Suites Hotel), Hunter Stern (IBEW 1245), Mary Kay Sweeney (Homeward Bound of Marin), Ron Thayer (Marin Independent Journal), Gail Theller (Community Action Marin), Cecilia Zamora (Latino Council of Marin), David Zwicky (Hospice by the Bay)

Mission: To be responsible for policy making and implementation of the workforce development system administered through the Marin Employment Connection, one-stop facility for service delivery in Marin, in order to support economic vitality and develop the talent of the workforce.

Vision: A sustainable balance between the employment needs of job seekers and the business needs of employers for skilled workers, to ensure a self sufficient, diverse workforce in Marin.

Responsibilities:

- **Oversight** – of Workforce Investment Act funds that support the programs and services provided through Marin Employment Connection, a partnership of public agencies whose customers are businesses requiring support around workforce issues and job seekers requiring job search services and/or education and training
- **Convener** - Bringing together business, labor, education, and economic development to focus on community workforce issues
- **Workforce Analyst** - Developing, disseminating and understanding current labor market and economic information and trends
- **Broker** - Bring together systems to solve common problems, or broker new relationships with businesses and workers
- **Community Voice** - Advocating for the importance of workforce policy, providing perspective about the need for skilled workers
- **Capacity Builder** - Enhancing the region's ability to meet the workforce needs of local employers

EXECUTIVE COMMITTEE: Chair: [Will Rigney](#), Vice-Chair: [Craig Nelson](#) Director: [Mary Donovan](#)

1st WED ODD MONTHS: 12:00-1:30 PM (3rd Floor Buckeye Room)

7/1/09 - 9/2/09 - 11/4/09 - 1/6/10 - 3/3/10 - 5/5/10- 7/7/10 - 9/1/10- 11/3/10

Members: Joan Capurro, Gene Abbott, Dan Daniels, Makini Hassan, Jill Magri, Heather Ravani, William Rigney, Nanda Schorske, Bill Scott, Cecilia Zamora, Craig Nelson

Mission: To optimize the effective functioning and outcome of the Marin Workforce Investment Board.

Responsibilities:

- review and recommend WIB Committee projects and offer feedback on initiatives
- organize and coordinate Board Committees and Taskforces
- review and approve Board agendas
- communicate with the Board of Supervisors, the community and business leaders
- review and recommend adoption of budgets and contracts, and Board policies and procedures
- develop 2 -5 yr. strategic plan
- develop priorities of focus
- make recommendations to the full board
- coordinate the activities and processes of committees and taskforces
- work closely with Board of Supervisors and County Administrator
- support increased fiscal support by business community
- strengthen relationships with key professional organizations
- identify the future work force skills needs using labor market information
- collaborate with other county groups on topics of; economic sustainability, housing, transportation and child care

**1. Nominations Taskforce: Chairs: [Lori Fromm/Cecilia Zamora](#), Staff: [Mary Donovan](#)
Meets as needed**

- Nominate effective Board members, and ensure their orientation to the work of the WIB
- Monitor the number of vacancies on the board Identify potential members within the WIB categories
- Maintain a list of potential candidates for future openings
- Make periodic recommendations to the Executive Committee on potential WIB members

**2. Marketing & Communications Taskforce:
Chairs: [Cathy Lavaroni-Hall/Leslie Ruhland](#) Staff: [Cynthia Gunselman](#)
Meets as needed**

Members: Frank Borodic, Joan Capurro, Jennifer Gotti, Cathy Lavaroni-Hall, Leslie Ruhland, Peter Schiller, Pat Sorber, Ron Thayer

- Develop content and branding of the WIB Website and 2009 marketing collateral

CONSTRUCTION COMMITTEE: Chairs: Bill Scott/Makini Hassan Staff: Mary Donovan

3RD WED EVEN MONTHS: 12:00 – 1:30 PM (3rd Floor Cedar Room)

8/19/09 - 10/21/09 - 12/16/09 – 2/17/10 – 4/21/10 – 6/16/10 – 8/18/10 – 10/20/10 – 12/15/10

WIB Members: Nanda Schorske, Eileen Graham, Bill Scott, Makini Hassan

Mission: To promote a skilled green workforce aligned with economic development and job creation strategies, in partnership with industry, educational institutions, community-based organizations and labor.

Project Description: Support sector initiatives in renewable energy generation, construction, energy efficiency and recycling. Promote “green” career pathways leading to industry recognized certifications and sustainable jobs.

HEALTHCARE COMMITTEE: Chairs: Jill Magri/Nanda Schorske, Staff: Mary Donovan

1ST WED EVEN MONTHS: 3:30-4:30 PM (3rd Floor Cedar Room)

8/5/09 - 10/7/09 - 12/2/09 – 2/3/10 – 4/7/10 – 6/2/10 – 8/4/10 – 10/6/10 – 12/1/10

WIB Members: Jill Magri, Nanda Schorske

Mission: Identify and develop strategic responses to the needs of Marin’s healthcare stakeholders – with an emphasis on workforce recruitment, training, education, and retention.

Project Description: Certified Nursing Assistant and Home Health Aide

ONE STOP STEERING COMMITTEE: CHAIRS: Dan Daniels/Heather Ravani Staff: Racy Ming

1ST FRIDAY EVEN MONTHS: 10:00 AM – 12:00n (3rd Floor Sycamore Room)

8/07/09 - 10/2/09 - 12/4/09 – 2/5/10 – 4/2/10 – 6/4/10 – 8/6/10 – 10/1/10 – 12/3/10

WIB Members: Mary Kay Sweeney, Peter Schiller, Dona Lemmon, Gail Theller, Dan Daniels, Joan Capurro

Members: Membership is comprised of representatives from WIA mandated agencies, co-located agencies, and other community agencies involved in providing employment and training services in Marin.

Mission: to insure that the MEC one-stop system policies and services are customer-driven; high quality services are consistently provided to all customers; accountability systems are in place to ensure that quality service is provided.

Responsibilities:

- Identify and maintain list of mandated and co-located partner agencies. Recruit additional partner agencies as appropriate.
- Set and review broad-based policies for MEC one-stop operations.
- Develop an organizational structure that supports the empowerment of all MEC staff.
- Establish and evaluate the mission of the MEC one-stop system.
- Provide strategic planning for the MEC one-stop system.

- Function as a working sub committee of the Workforce Investment Board of Marin County. Report outcomes and status of the one-stop to the Workforce Investment Board.
- Evaluate the quality of services by establishing an accountability reporting system.
- Conduct periodic evaluations on the functioning of the MEC one-stop system.
- Promote and support total integration of services.
- Identify additional resources and funding opportunities as appropriate.
- Establish a reporting mechanism to provide feedback on the quality of services being provided
- focus on outputs/results
- Networking of MEC One Stop Partners & Community Partners

STRATEGIC PLANNING COMMITTEE : **Chairs:** [Cecilia Zamora/Craig Nelson](#) **Staff:** [Racy Ming](#)

Meeting Schedule: **As needed**

Members: Joan Capurro, Makini Hassan, Dona Lemmon, Craig Nelson, Liz Paris, Nanda Schorske, Ron Thayer, Gail Theller, Cecilia Zamora, Luis Calingo, Will Rigney

Mission: Under the direction of the Executive Committee this group will incorporate the WIB Retreat Planning areas of focus into a recommendation for strategic planning process.

Project Description: WIB Strategic 2-5 Year Plan

YOUTH COUNCIL: **Chair:** [Gene Abbott](#) **Staff:** [Racy Ming](#)

4th FRIDAY: QUARTERLY: 10:00-11:30

10/16/09, 1/22/10, 4/23/10, 6/25/10, 10/22/10

Council Members: Gene Abbott, Rachel Watts, George Pegelow, Darlene Rutkowski, Ken Lippi, Suzanne Ott, Donna Lemmon, Erika Green, Jeana Reynolds, Suzanne Siciliano

Mission: Support workforce development opportunities for youth, and facilitate collaboration and support for youth initiatives carried out by Council organizations.

Project Description: Oversight of the ARRA funded Marin Youth at Work Program.

Responsibilities:

- review WIA funding for in-school and out-of-school youth workforce development projects and provide recommendations to the WIB
- convene and connect youth-serving organizations to advance the youth development agenda, including youth participation in the workforce
- provide members with business perspectives, information, and resources relevant to youth
- focus on vocational opportunities for high school students, such as: construction, medical assisting, home health aide
- support the creation and/or attainment of vocational certificate programs in high schools and for out-of-school youth
- support transitioning youth with disabilities into appropriate programs, such as: WIA, Workability, Department of Rehabilitation, Integrated Community Services, Special Education